Welcome to eLMS for contractors Job Aid

eLMS is the FAA's electronic Learning Management System (eLMS). Through eLMS, FAA contractors receive required, online training.

eLMS Access

The web address (URL) used to access the eLMS home page is: https://elms.faa.gov. Both eLMS administrators and users (employees and contractors) will access eLMS from the welcome or splash page. Your local eLMS administrator is your resource for more information about eLMS. If you haven't been introduced to him or her, ask your FAA supervisor for an introduction.

New users are generated in eLMS via the FAA email system. If you are a new FAA contractor you may not have a FAA email address and eCenter (webmail) password right away.

Tasks: **A: Logging into eLMS with a FAA email address (Siteminder)**

B: Screen Overview
This Job Aid shows the main screen areas found in eLMS.

C: Viewing Your To-Do List
Your To-Do List provides a list of training that you are required to complete as a new contractor in the FAA. If you have questions about this training, please speak to your eLMS administrator.

D: Using Learning Notifications

E: Viewing Your Curriculum Status
This job aid assists users in checking any curricula to which they are assigned.

F: Viewing Your Completed Work
The purpose of this job aid is to guide users through the step-by-step process of viewing their Completed Work.

G: Launching Online Content

The purpose of this job aid is to guide users through the step-by-step process of identifying and launching online content. If there is an issue or problem with the online training not automatically recording a learning event, contact the eLMS Help Desk at 405.954.4568 or email eLMSHelp@faa.gov.

H: Using the Simple Catalog Search
At times users want to search or are asked to search for items in eLMS. All Items available for users to view are located in Catalogs.

Users can use the catalog to locate items, assign items to their To-Do list, and launch online items.
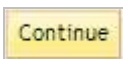
I: To-Do List Tools
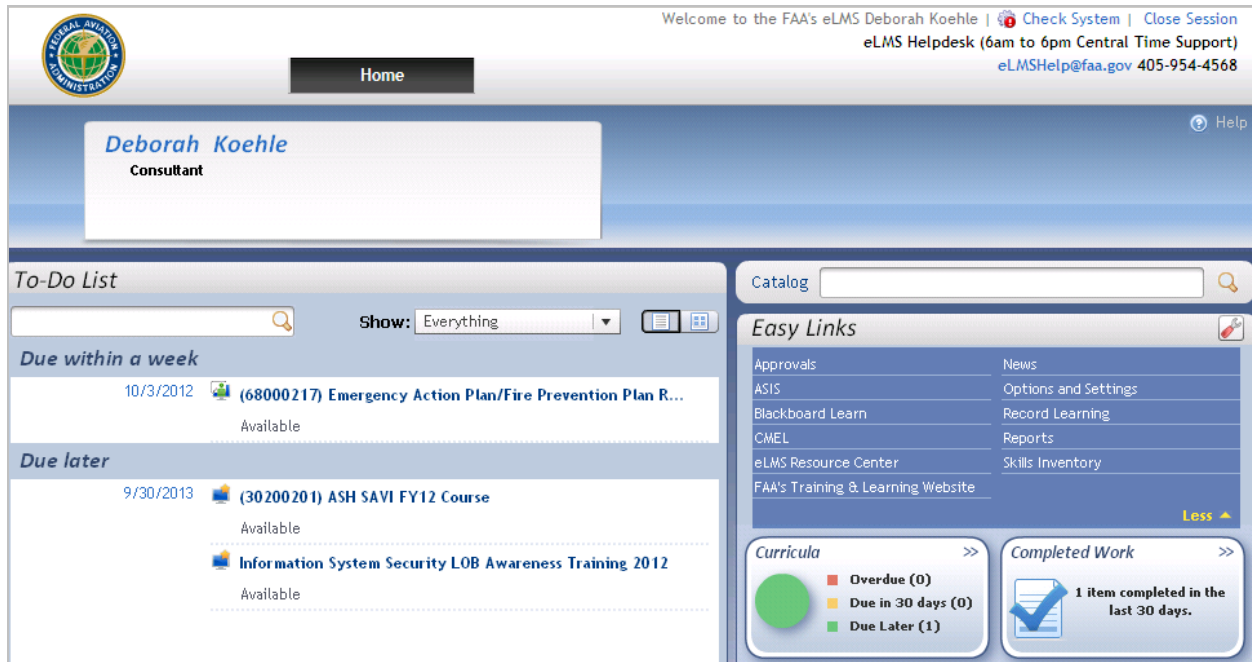
J: Resources
From the eLMS welcome or splash page there are additional training and informational resources for users.

Task A: Logging into eLMS with a FAA email address (Siteminder)

1.	Open the URL https://elms.faa.gov in your web browser.	
2.	Click the link for the appropriate login page.	
3.	Enter your FAA email address.	
4.	Enter your FAA eCenter (webmail) password.	
5.	Click the **Agree & Sign In** button.	
6.	If you forget your password, contact your local IT help desk.	The help desks serving the most customers are: • ATO National Service Center (NSC), 1-866-954-4002 • ARC Customer Service Center (CSC), 1-866-641-3500 • AVS National Service Desk (NSD), 1-877-287-6731

Task B: Screen Overview

1.	When you log on, the system displays a News page that the FAA and Lines of Business (LOBs) can use to communicate with you. *(Optional)* Check the **Do not show this page every time I sign in** checkbox to have the system only show the News page when it has new or modified content. *If you check this checkbox, you can click the **News** link (under Easy Links) to review the content of the News page or change the setting.*	
2.	Click the **Continue** button. The Home screen appears.	

3.	The **Top Menu** bar divides the system interface areas.

If you are an eLMS admin, you will have two tab options: Home and Admin. Your tabs may differ depending on your roles. | |
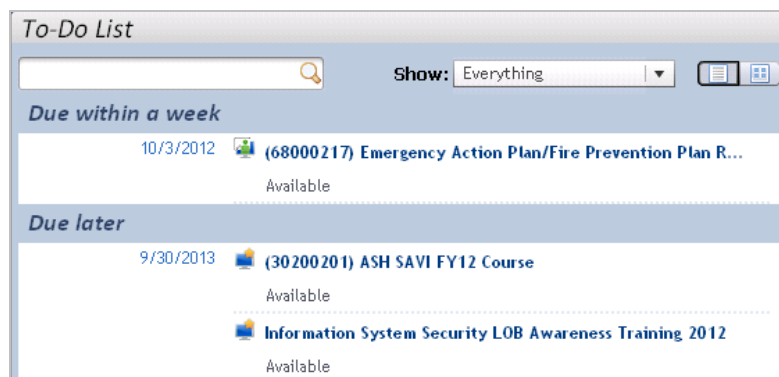| 4. | The **Alerts** link tells you if you have actions pending. This link will take you directly to the correct screen to take the action. | |
| 5. | The **To-Do List** is a consolidated view of tasks requiring action. All tasks are in one place. Select the **Show** drop-down list to view your To-Do List by All Learning, Registrations, Online Courses, or Assessments, etc.

There are two ways to view the To-Do List: **List View** (which is default) and **Card View** (which displays more information about each task). | |

6. Click the **Card View** icon to show full details for each task. The card view displays available actions.

   Click the **List View** icon to switch back to the default view.

7. Hover over the **Title** in the To-Do List for additional information and available links.
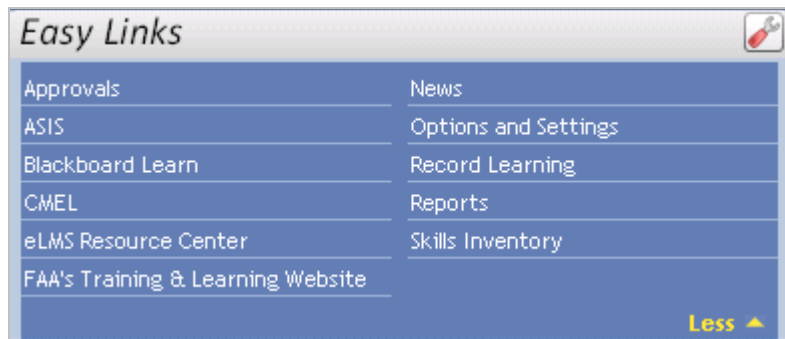

8. The **Catalog** search box allows you to perform a quick search for related items in the catalog.

9. The **Easy Links** support easy navigation.

   You can access a link to locate and perform your activities. You can also configure the **Easy Links** by clicking the **Configure Easy Links** icon. Then click the **up arrow** to contract the list or click the **down arrow** to expand the list.
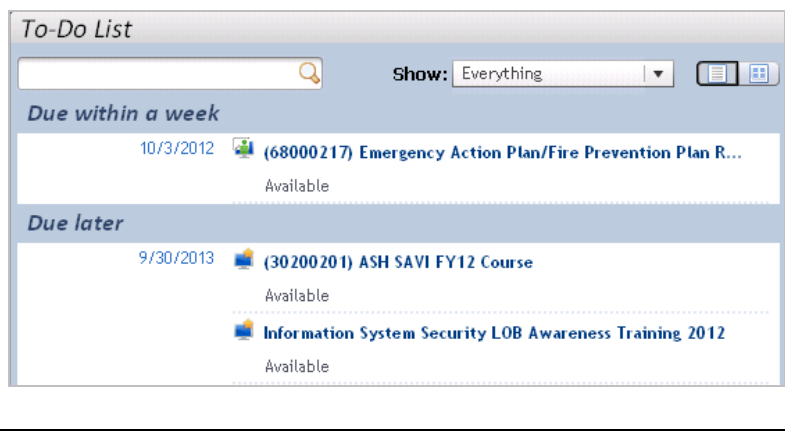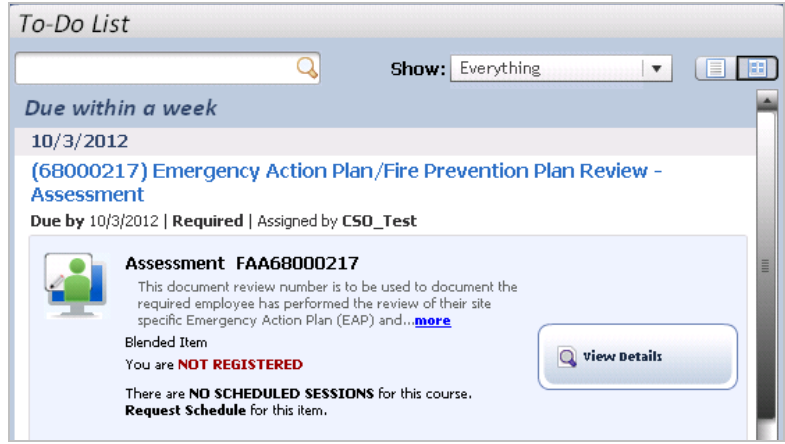
   You must show at least one link.
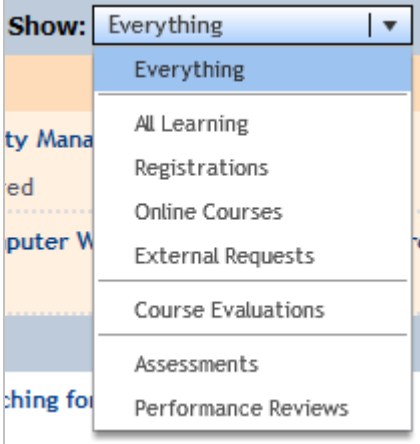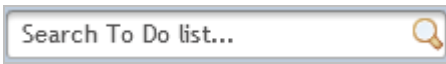
10. The **Status Pods** panel is a way for you to view a snapshot of progress on your learning activities. *Pod options include Curricula and Completed Work. Your pods may differ depending on your roles. Click on each **Pod Title** to see details for each.*	**Curricula** » ■ Overdue (0) ■ Due in 30 days (0) ■ Due Later (1) **Completed Work** » 1 item completed in the last 30 days.
11. The **Help** link or the **Help** icon (in the upper right-hand corner) display context-sensitive help for the specific section currently open.	⊚ Help
12. Use the **Breadcrumbs** link to view previous screens. *Do not use the back button on your web browser while working in eLMS.*	← Back ← Refine Search

Task C: Viewing Your To-Do List

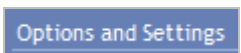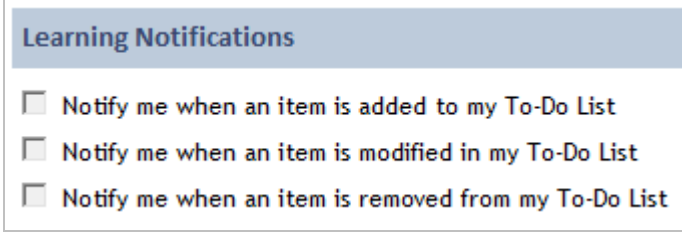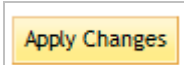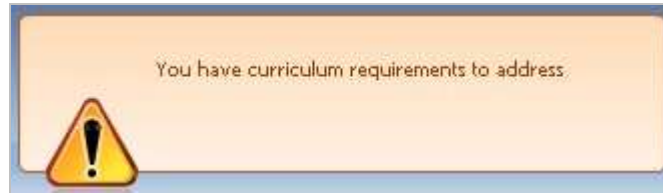|	
1. The **To-Do List** appears from the Home screen. The **To-Do List** is a consolidated view of tasks requiring action. All tasks are in one place. There are two ways to view the To-Do List: List View (which is default) and Card View (which displays more information about each task).	**To-Do List** Show: Everything ▼ **Due within a week** 10/3/2012 (68000217) Emergency Action Plan/Fire Prevention Plan R... Available **Due later** 9/30/2013 (30200201) ASH SAVI FY12 Course Available Information System Security LOB Awareness Training 2012 Available
2. Click the **Card View** icon to show full details for each task. The card view displays available links. Click the **List View** icon to switch back to the default view.	**To-Do List** Show: Everything ▼ **Due within a week** 10/3/2012 (68000217) Emergency Action Plan/Fire Prevention Plan Review – Assessment Due by 10/3/2012	Required	Assigned by **CSO_Test** Assessment FAA68000217 This document review number is to be used to document the required employee has performed the review of their site specific Emergency Action Plan (EAP) and...**more** Blended Item You are **NOT REGISTERED** There are **NO SCHEDULED SESSIONS** for this course. **Request Schedule** for this item. 🔍 View Details

3.	*(Optional)* Select the **Show** drop-down list to view your To-Do List by All Learning, Registrations, Online Courses, or Assessments, etc.	**Show:** Everything ▾ Everything All Learning Registrations Online Courses External Requests Course Evaluations Assessments Performance Reviews
4.	*(Optional)* Enter text into the **Search** box to search your To-Do List. Then click the **Search** 🔍 icon.	Search To Do list... 🔍
5.	Hover over the **Title** in the To-Do List for additional information and available links.	(30200201) ASH SAVI FY12 Course Due by 9/30/2013 | **Required** | Assigned by **DEBORAH A KOEHLE** 🟢 Go to Content Originated From **Curriculum** 🔍 View Details Course **FAA30200201** Security awareness is the cornerstone that ensures the security of FAA facilities, assets, and information. FAA Order 1600.69 requires that all FAA employees...more Online Item Available **363 days remaining**

Task D: Using Learning Notifications

1.	Click the **Options and Settings** link from the Easy Links submenu on the Home screen.	Options and Settings
2.	Check the appropriate checkbox(es) next to the **Learning Notifications** you would like to receive.	**Learning Notifications** ☐ Notify me when an item is added to my To-Do List ☐ Notify me when an item is modified in my To-Do List ☐ Notify me when an item is removed from my To-Do List
3.	Click the **Apply Changes** button.	Apply Changes

Task E: Viewing Your Curriculum Status

1. Click the **Curricula** pod, from the Home screen. Or click the **You have curriculum requirements to address** link next to your User Card.	
2. The Curriculum Status screen will appear. Click the **Curriculum Title** for more information about the curriculum.	
3. This displays the Curriculum Details including status (complete or incomplete). Click the "+" sign next to each requirement. *A completed training is indicated with a green check mark and the completion date the training was completed.*	
4. To launch online items (which display an item type icon of), click the **Go to Content** button.	
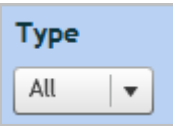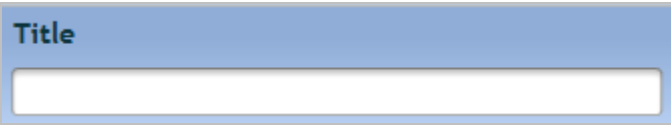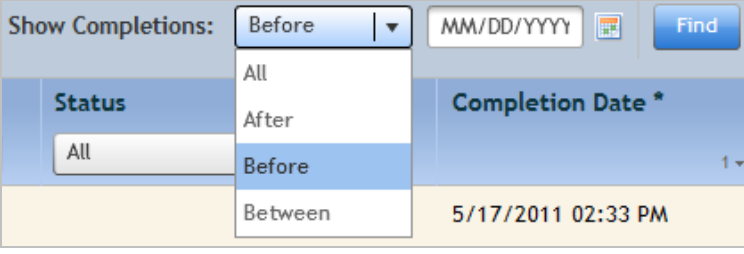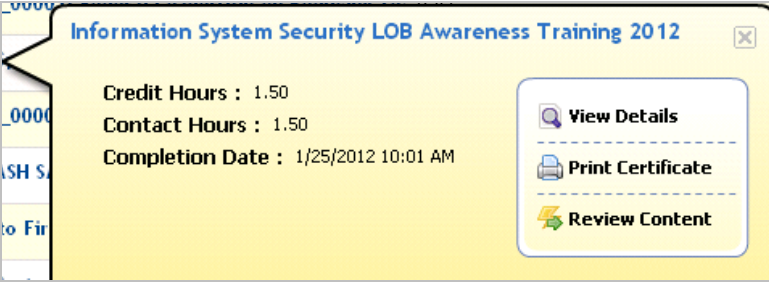
Task F: Viewing Your Completed Work
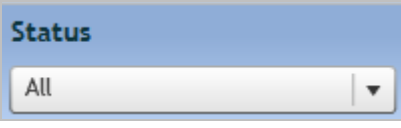
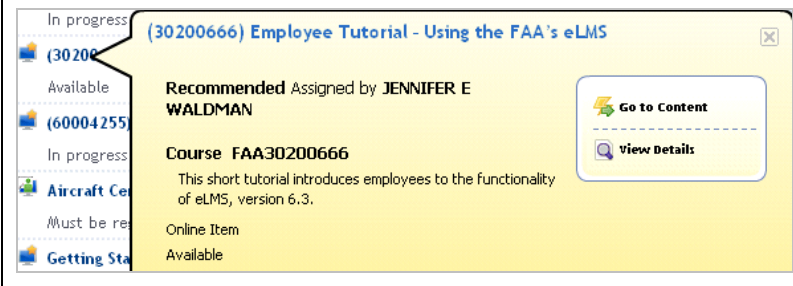|	
1. Click the **Completed Work** pod from the Home screen.	
2. The Completed Work displays a combined list of all tasks completed. It combines learning and performance activities such as courses, performance reviews, and	

competency assessments.

Select any column header to sort the display based on Title, Status, or Completion Date.

The **sort order** `1▲` arrow indicates the column is sorted in ascending order.

3.	*(Optional)* Select the **Type** drop-down list to view your Completed Work by Learning and Performance Activities.	**Type** All ▼
4.	*(Optional)* Enter text into the **Title** box to search your Completed Work.	**Title**
5.	*(Optional)* Select the **Status** drop-down list to view your Completed Work by Completion Status.	**Status** All ▼
6.	*(Optional)* Select the **Show Completions** drop-down list to view your Completed Work by completions After, Before, or Between selected dates. Then click the **Calendar** icon to select a date.	**Show Completions:** Before ▼ MM/DD/YYYY Find All After **Status** Before **Completion Date *** All Between 5/17/2011 02:33 PM
7.	Click the **Find** button.	Find
8.	Hover over the **Title** to show the item record. The **View Details**, **Print Certificate**, or **Review Content** links allow you to view more information, print the certificate, and review online content (if enabled). **DO NOT** print the completion certificate. There is no need to print and save the certificate because eLMS stores your completion record in your completed work.	**Information System Security LOB Awareness Training 2012** ⊠ Credit Hours : 1.50 Contact Hours : 1.50 Completion Date : 1/25/2012 10:01 AM 🔍 **View Details** 🖨 **Print Certificate** 📑 **Review Content**

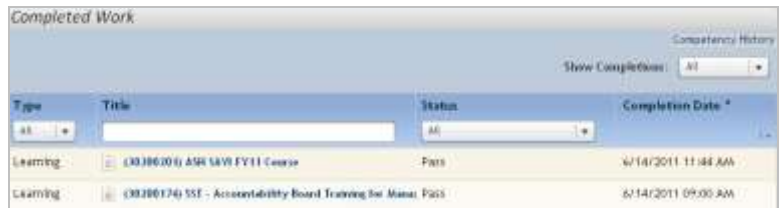## Task G: Launching Online Content

1. Hover over the **Title** of the item you wish to launch from the To-Do List on the Home screen.	
2. Click the **Go to Content** link.	
3. This may bring you directly to the content, or you may need to click on a lesson link to start the lesson. When you have completed the item, eLMS will automatically record your completion.	
4. The content launches in a separate window or tab. Complete the content as prescribed in the course. Click the **Launch** button. *Note: If you need to exit the online course before you finish completing it, make sure you close the course via the exit menu of the launched course. This will bookmark your place in the course.*	

5.	When the content object is complete, the window closes, and returns you to the Online Content Structure page.	Online Content Structure (302006Mdx Employee Tutorial - Using the FAA's eLMS) COURSE FAA302006dx Revision: 5/26/2011 09:27 AM America/New York **Do not close this page** until you have completed your online training. Course content may rely on this window to save your progress and record completion of this course. When you have completed all of the training, click the Completed Work link at the bottom of the page to verify that this training is recorded as a 'pass' in your eLMS Completed Work area. If the completion did not record, please contact the Help Desk by phone at 405-954-4568 or email at eLMSHelp@faa.gov. Launch again │ Plan │ Home │ Completed Work │
6.	Once the content or all content objects are completed, the completed item will appear in your Completed Work. **DO NOT** print the completion certificate. There is no need to print and save the certificate because eLMS stores your completion record in your completed work.	Completed Work — Competency History — Show Completions: All — Type / Title / Status / Completion Date — Learning (30200201) ASR SAVE FY11 Course — Pass — 6/14/2011 11:44 AM — Learning (30200174) SSE - Accountability Board Training for Manag — Pass — 6/14/2011 09:00 AM

Task H: Using the Simple Catalog Search

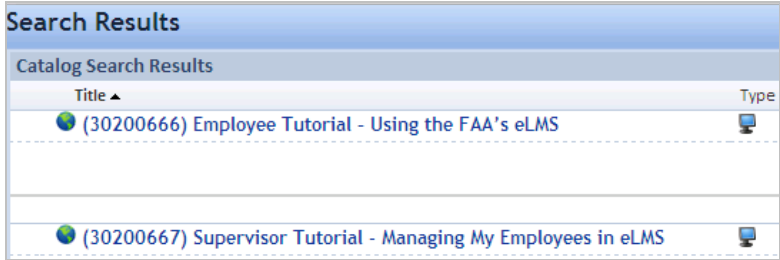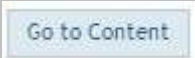|		
1.	Click the **Catalog** link from the Home screen and continue to Step 3. Or, enter one or more key words in the Search Box to search for a specific item.	Catalog [ ] 🔍
2.	Click the **Search** icon.	🔍
3.	Enter one or more key words in the **keywords** field (next to the **Catalog** link) to search for a specific item or leave the field blank to display all items in the catalog. You can also filter your search by checking any combination of the **Instructor-led, Online, Blended, Other,** or **Exact Phrase** checkboxes. *The Exact Phrase searches for your precise search phrase.*	Catalog [ ] ☑ Curricula ☑ Instructor-Led ☑ Online ☑ Blended ☑ Other ☐ Exact Phrase ☐ Search All Languages

4.	Click the **Go** button.	Go

| 5. | The search results will display below. To view more information regarding the item, click on the **Item Title.** | **Search Results**
Catalog Search Results
Title ▲   Type
🌐 (30200666) Employee Tutorial - Using the FAA's eLMS 🖥
🌐 (30200667) Supervisor Tutorial - Managing My Employees in eLMS 🖥 |

| 6. | From the results, you can either click the:

• **Add to To-Do List** button (to add the item to your To-Do List) ***Note****: adding an item does not mean that you are registered for the course. Ask your training coordinator to register you.*
• **Go to Content** button (to launch the content right away) | Add to To-Do List

Go to Content |

Task I: To-Do List Tools

Button or Icon	Does this:
🖥 or 🖥	These icons indicate that this item is online training.
📘 or ▤	These icons indicate that this is On-The-Job Training (OJT). Click on the Item Title for more information. Your manager must mark these items completed (record the completion in eLMS) after you meet with him or her.
👤 or 👥	These icons indicate that this is instructor-led training. You will need to ask your training coordinator to register you in a scheduled offering of the item, or follow your organization's business process for registration.
Go to Content	Available if online content exists and is available at this time. This will open the content. Employees must receive supervisory approval prior to taking training, including online content.
Add to To-Do List	This button allows you to add the item to your To-Do list. However, adding an item does not mean that you are registered for the course. Ask your training coordinator to register you.

Task J: Resources

1. The **eLMS Alerts** section will notify users and supervisors of any important information.

2.	Click the appropriate link for the information you need.	
3.	Web-Based Training for Employees	The following web based training (WBT) is available in eLMS for employees and supervisors: • FAA30200666, Employee Tutorial - Using the FAA's eLMS Additionally, another WBT is planned for a future release date still to be determined. • FAA30200674, Using My Goals Workspace in eLMS (Target Audience is all employees.)
4.	eLMS Resource Center	The eLMS Resource Center (http://www.academy.faa.gov/intranet/elmsadmin/ AdminCrs/FAA_eLMS_Resources/pages/basic.htm) will include job aids, web based demonstrations, practices and frequently asked questions for this version of eLMS. This area is behind the FAA firewall. Contractors that do not have access to sites behind the FAA firewall will have access to training materials from a separate web location at: https://elms.faa.gov/contractors.html. Some examples of the demonstrations and practices that will be available on the eLMS Resource Center are: • Launch an Online Item - Try It (Target Audience is all employees.) • View Curricula - Try It (Target Audience is all employees.)